

## **MADERA COUNTY**

### **DIRECTOR OF SOCIAL SERVICES**

#### **DEFINITION**

Under general administrative direction, to plan, direct, manage, and oversee the functions, operation and programs of the Department of Social Services including CalWORKS, Child Welfare Services, Adult Services, as well as other public assistance programs and general relief services; to interpret and apply complex regulations, laws, and directives; to evaluate programs; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over technical, professional and clerical staff and, through Administrative staff, is responsible for the indirect supervision of all staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plans, directs, manages, and oversees the functions, operations, and programs of the Department of Social Services including various public assistance programs and general relief services; recommends to the Board of Supervisors the provision of services, establishment of facilities, and other matters necessary or desirable in accomplishing the purposes of the public social services system pursuant to State and Federal requirements and regulations; works effectively with advisory boards and committees; oversees and participates in the development and implementation of goals, objectives, policies, and priorities; negotiates provider contracts; monitors, evaluates and reports on the quality of contracted services; reviews program activities to ensure compliance with applicable Federal, State, and local laws, regulations and contract provisions; prepares, recommends, and oversees long and short range planning activities, including coordination of planning activities with those of other political jurisdictions and agencies; represents the Department of Social Services to the public, community organizations, and other government agencies; receives input on quality of services and responds appropriately to inquiries and complaints; develops and administers assigned budgets, prepares budget requests, and controls expenditures; ensures preparation of required documents; analyzes, interprets, and evaluates the effect of Federal, State, and local legislation, rules, policies, and procedures on County Social Services programs; coordinates Department of Social Services activities with related Federal, State, and local agencies to maximize revenue from these sources and assure the efficient delivery of services; participates on a variety of boards, committees, and commissions; selects, directs, supervises, trains, and evaluates assigned staff.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics and functions of social services programs.  
Principles and techniques of management and program administration.  
Principles and practices of budget development, preparation, and expenditure control.  
Principles, practices and programs related to public assistance programs and general relief services and sources of funding impacting program and services development.  
Pertinent Federal, State, and local laws, codes, and regulations including those governing public assistance programs and general relief services.  
Socioeconomic backgrounds, human behavioral problems, and other social factors effecting public social service programs.  
Community needs for public social service programs and services.  
Principals of social work and community organization.  
Principals of public information and public relations.  
Social and political issues influencing program development and administration.  
Principles and practices of contract administration and evaluation.  
Clients legal rights.  
Principles and practices of supervision, training, and performance evaluation.  
Principles and practices of interagency cooperation, collaboration and communications.

### **Skill to:**

Operate modern office equipment including computer equipment.

### **Ability to:**

Plan, direct, manage, and oversee the programs, functions, and operations of the Social Services Department.  
Supervise, train, and evaluate the work of subordinate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Provide expertise on the interpretation and analysis of legislation and regulations pertaining to social services.  
Develop and prepare a budget and control expenditures.  
Prepare clear and concise budget and control expenditures.  
Prepare clear and concise reports, correspondence and other written materials.  
Exercise sound independent judgment within general policy guidelines.  
Negotiate contracts for complex provision of services.  
Develop complex systems to address administrative challenges.  
Communicate clearly and concisely, both orally and in writing.

**Ability to:**

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Establish cooperative working agreements with other State, Local, and non-profit agencies.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Seven years of progressively responsible professional experience in a social service agency, including three years of management and supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in social work, sociology, or other behavioral sciences.

**License or Certificate:**

Possession of, or ability to obtain by the date of appointment, a California driver's license issued by the State Department of Motor Vehicles.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** November, 1999